

**SECRET**

20 April 1967

MEMORANDUM FOR : Col. White  
FROM : Administrative Office, O/DCI  
SUBJECT : Request for New Position in USIB/S

1. [redacted] on detail to  
USIB/S from NSA will retire on 6 October 1967. [redacted]  
would like to retain his services in USIB. [redacted] would  
also like to remain with the Agency as a staff employee.

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2. I requested that the Personnel Management and  
Compensation Division, OP, perform a desk audit on the  
duties and responsibilities of the position. Their findings  
substantiate that the position would be classified as a GS-9,  
Information Control Assistant. A list of his duties are  
attached.

3. To accommodate the new position without affecting  
the O/DCI ceiling, [redacted] proposes to delete a Secretary/  
Steno GS-6 position recently vacated.

4. Your approval is requested to delete a GS-6  
Secretary/Steno position and establish a GS-9 Information  
Control Assistant position in USIB/S.

[redacted]

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Attachment.

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